



**EVENT #4836**

**CITY WIDE HVAC MAINTENANCE**

**SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS**

- 4.0 The purpose of these specifications is to describe requirements for servicing HVAC equipment at various City locations. The successful bidder will be responsible for providing preventive maintenance and emergency repairs.

To enter pricing manually, complete the attached bid proposal form. To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. If submitting electronically, submit the total amount for line item #2 as the materials cost (\$12,000.00) plus the percentage markup cost (ex. If your markup is 10%, you would enter \$13,200.00 as your total markup cost). Bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, City Hall, third floor, 2 East Bay Street, Savannah, Georgia 31401. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

- 4.1 The following locations shall be included in this contract.

4.1.1 SCMPD

- A. Precinct 2 – 102 East Lathrop Avenue
- B. Precinct 3 – 1512 Bull Street
- C. Precinct 4 – 7804 Abercorn Street (Oglethorpe Mall)
- D. Traffic Unit – 2115 Bull Street
- E. Internal Affairs – 601 East 66th Street
- F. K-9 Unit – Kerry Street Tower Site
- G. Crime Stoppers – 1700 Drayton Street
- H. Savannah Impact – 1700 Drayton Street
- I. SCMPD Headquarters – 201 Habersham Street
- J. Mounted Patrol – 1145 Dean Forest Road
- K. SCMPD Police Training Center and Admin Building – 78 Ross Road

4.1.2 Golden Age Centers

- A. Carver Heights – 905 Collat Street
- B. Crusader – 81 Coffee Bluff Villa Road
- C. Eastside – 409 Goebel Avenue
- D. Hudson Hill – 2227 Hudson Street
- E. Liberty City – 1401 Mills B. Lane
- F. Mary Flournoy – 1001 West 39th Street
- G. Moses Jackson – 1410 Richards Street

- H. Tatemville – 333 Coleman Street
- I. Windsor Forest – 308 Briarcliff Circle
- J. Cloverdale Community Center – 1919 Cynthia Street

#### 4.1.3 Gyms/Centers

- A. Delaware – 1815 Lincoln Street
- B. Eastside – 415 Goebel Avenue
- C. Grant – 1310 Richards Street
- D. Tompkins – 39th & Ogeechee Road
- E. W.W. Law – 900 East Bolton Street
- F. Windsor Forest – 414 Briarcliff Circle
- G. Tremont – 2015 Paige Avenue
- H. Woodville – 127 Darling Street
- I. Moses Jackson Advancement Center – 1410 Richards Street
- J. Blackshear – Weaton at Dundee Street
- K. Daffin Tennis – 1301 Victory Drive
- L. Paulson Complex – Skidaway at John Street
- M. Bacon Park Tennis – 6262 Skidaway Road

#### 4.1.4 City Buildings

- A. Bureau Chief – 1 Waring Drive
- B. Buildings and Grounds – 5 Interchange Court
- C. Recreation Services – 1301 East Victory Drive
- D. Cultural Affairs – 9 West Henry Street
- E. Park & Tree – 2600 Bull Street
- F. Park & Tree – 14 Interchange Court
- G. Vehicle Maintenance - 6900 Sallie Mood Drive
- H. Sanitation – Sallie Mood Drive
- I. Broughton Municipal Building – Abercorn at Broughton Street
- J. City Hall – 2 East Bay Street
- K. Gamble Building – 10 East Bay Street
- L. Entrepreneur Center – 801 East Gwinnett Street
- M. Grayson Stadium – 1401 East Victory Drive
- N. SCMPD – Edwin Street
- O. Public Development – 5515 Abercorn Street
- P. Community Services – 2203 Abercorn Street
- Q. Forsythe Café – 201 Drayton Street
- R. Sanitation Crane Building – 14 Interchange Court
- S. Visitor's Center – 301 Martin Luther King Boulevard
- T. Liberty Street Building – 601 East Liberty Street
- U. Savannah Civic Center-301 West Oglethorpe Avenue

#### 4.1.5 Cemeteries

- A. Bonaventure – 330 Bonaventure Avenue
- B. Laurel Grove South – 2101 Kollock Street
- C. Laurel Grove North – 802 West Anderson Street

#### 4.1.6 Sanitation

- A. Refuse – 1327 Dean Forest Road
- B. Sanitation – 14 Interchange Court

#### 4.1.7 Water Departments/Waste Water

- A. Water Conveyance – Agonic Road
- B. City Lot – 706 Stiles Avenue

4.1.8 Garages

- A. Whitaker – Whitaker at Bryan Street
- B. Robinson – Montgomery Street (by Chatham County Courthouse)
- C. Bryan Street – Bryan at Abercorn Street
- D. State Street – State at Abercorn Street
- E. Liberty Street – Liberty Street at Montgomery Street
- F. Ellis Square – Bryan at Barnard Street

4.1.9 Fire Stations

- A. Fire Station 1 – 535 East 63rd Street
- B. Fire Station 2 – 5 Skyline Drive
- C. Fire Station Headquarters – 121 East Oglethorpe Avenue
- D. Fire Station 4 – 2401 Augusta Avenue
- E. Fire Station 5 – 10 West 33rd Street
- F. Fire Station 6 – 3000 Liberty Parkway
- G. Fire Station 7 – 6902 Sallie Mood Drive
- H. Fire Station 8 – 2824 Bee Road
- I. Fire Station 9 – 2235 Capital Street
- J. Fire Station 10 – 13710 Coffee Bluff Road
- K. Fire Station 11 – 11844 Apache Avenue
- L. Fire Station 12 – 6053-A Ogeechee Road
- M. Fire Station 13 – 11 McKenna Drive
- N. Fire Station 14 – 480 Highlands Boulevard
- O. Fire Station 15 – 740 Chevis Road

4.1.10 Lift Stations/Pump Stations

- A. Lift Station 126 – Highway 204 at Highway 17
- B. Lift Station 131 – 4777 Highway 80

- 4.2 All bidders must be qualified and familiar with HVAC and mechanical systems and must have demonstrated a past history of responsiveness, technical expertise, and professionalism. All bidders must submit references on Attachment 1. Attachment 1 must be submitted with a bid to be further considered.
- 4.3 After the receipt of the request, the contractor shall respond to City calls within one (1) hour between 8:00 a.m. - 4:30 p.m., Monday through Friday. Within two (2) hours between 4:30 p.m. - 8:00 a.m., Monday through Friday and on weekends and holidays. Response time is defined as having adequate resources necessary to perform the work on site.
- 4.4 The contractor will troubleshoot and/or diagnose HVAC/mechanical problems and recommend emergency or routine repair programs as required.
- 4.5 The contractor will assist City personnel in location of necessary repair parts. City personnel will procure parts as necessary or may designate that the contractor supply parts.
- 4.6 The contractor will assist City personnel in making repairs to eliminate or reduce downtime of vital HVAC/mechanical systems at various City facilities.

- 4.7 The contractor will be required to have all necessary equipment to include tools, meters, boom trucks, and proper diagnostic equipment to ascertain air flow, water flow, delta T, humidity, Freon, and electronic conditions.
- 4.8 The contractor must have current certifications for Carrier IVU automation systems and Mitsubishi City Multi systems. This documentation must be submitted with bidder's response in order to be considered further.
- 4.9 The contractor will provide the necessary manpower and equipment to perform normal HVAC/mechanical repairs or replacements and emergency repair or replacement.
- 4.10 The contractor must have the necessary equipment and manpower to work on split, package, boiler and chiller systems. The contractor must be capable of high voltage three (3) phase wiring.
- 4.11 Each bidder must submit a breakdown of shop personnel indicating classification (e.g. journeyman, apprentice, etc.) and number in each category. Appropriate documentation, certifications, etc. must be available for City review if desired. Attachment 2 must be completed and submitted with a bid to be further considered.
- 4.12 The successful bidder must provide a written warranty satisfactory to the City covering all parts and labor. The warranty timing applies to in-service dates and must be a period of 90 days or more.
- 4.13 All parts and repair work under this contract must conform to manufacturer's specifications.
- 4.14 Estimated repair times shall be submitted when requested.
- 4.15 Billing shall be based on actual labor hours and actual equipment and parts used.
- 4.16 Each bidder shall submit with their bid a statement explaining their quality control measures for repairs to be made under this contract.
- 4.17 The City reserves the right to split the award this contract or award to primary, secondary, and tertiary vendors if deemed advantageous to do so.
- 4.18 Insurance Requirements

4.18.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no "x, c or u" exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

#### 4.18.2 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

#### 4.18.3 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

Minimum employer's liability limits:

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

#### 4.18.4 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits:

- \$1,000,000 per occurrence
- \$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

4.18.5 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A (minus), X, or better

Any modifications to specifications must be approved by the City

4.19 This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to three (3) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall begin upon award and shall end on December 31, 2017. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

5.0 General Conditions

5.1 The bid response must include the following documents in this order:

- Bid Proposal Form (as a cover sheet)
- Exception Sheet
- Non-Discrimination Statement
- Proposed Schedule of M/WBE Participation
- Other submittals as stated

All referenced documents must be completed and returned in their entirety to constitute a complete bid.

5.2 Original invoices should be sent to:

City of Savannah  
Accounts Payable  
P.O. Box 1027  
Savannah, Georgia 31402

5.3 Vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued for this event must be acknowledged in order for a bid to be considered.

5.4 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at [www.savannahga.gov](http://www.savannahga.gov).

5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.

**EXCEPTION SHEET**

Event #4836

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

**BID PROPOSAL FORM**

**(SUBMIT AS THE COVER SHEET)**

City of Savannah Purchasing Department  
3rd Floor, City Hall  
P. O. Box 1027  
Savannah, Georgia 31402  
ATTN: Purchasing Director

EVENT NUMBER: 4836

Business Location: (Check One)

Chatham County  
 City of Savannah  
 Other

**ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.**

**BIDS MUST BE SUBMITTED ON THIS BID PROPOSAL FORM IN ORDER TO BE CONSIDERED.**

Name of Bidder: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA?  
(CHECK ONE) YES: \_\_\_\_\_ NO: \_\_\_\_\_**

**FROM WHAT CITY/COUNTY \_\_\_\_\_  
TAX CERTIFICATE #: \_\_\_\_\_ FED TAX ID #: \_\_\_\_\_**

**INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY):  
CHECK ONE: \_\_\_\_\_ CORPORATION \_\_\_\_\_ PARTNERSHIP  
\_\_\_\_\_ INDIVIDUAL \_\_\_\_\_ OTHER (SPECIFY: \_\_\_\_\_)**

**INDICATE OWNERSHIP STATUS OF BIDDER  
(CHECK ONE):**  
\_\_\_\_\_ NON-MINORITY OWNED \_\_\_\_\_ ASIAN AMERICAN  
\_\_\_\_\_ AFRICAN AMERICAN \_\_\_\_\_ AMERICAN INDIAN  
\_\_\_\_\_ HISPANIC \_\_\_\_\_ OTHER MINORITY (describe) \_\_\_\_\_  
\_\_\_\_\_ WOMAN (non-minority)

Do you plan to subcontract any portion of this project? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please complete the attached schedule of M/WBE participation. Also complete the schedule if you will be using any M/WBE suppliers.

**THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.**

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Labor	1,200 Hours		
2	Materials Cost = \$12,000 + (\$12,000 x ____% markup)	1 Lot	N/A	

Please indicate your percent markup \_\_\_\_\_%

TOTAL BID \$ \_\_\_\_\_

**PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS**

(Minimum of 10 working days must be allowed for discount to be considered in bid award)

\_\_\_ Less \_\_\_ % \_\_\_ Days Prompt Payment Discount (if offered)

(\_\_\_\_\_)

\_\_\_ Net - 30 Days (no discount offered)

- 0 -

TOTAL NET BID

\$

=====

DO YOU HAVE THE REQUIRED INSURANCE? \_\_\_\_\_

HAVE YOU INCLUDED ATTACHMENT 1 PER SECTION 4.2? \_\_\_\_\_

HAVE YOU INCLUDED THE REQUIRED DOCUMENTATION PER SECTION 4.8? \_\_\_\_\_

HAVE YOU INCLUDED ATTACHMENT 2 PER SECTION 4.11? \_\_\_\_\_

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM \_\_\_\_\_ #

DATE \_\_\_\_\_

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

**NON-DISCRIMINATION STATEMENT**

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain and;
- (6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

**PROPOSED SCHEDULE OF M/WBE PARTICIPATION**

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted. Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City’s evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: \_\_\_\_\_

Event No. 4836

Project Title: \_\_\_\_\_

**NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.**

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified ? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: \_\_\_\_\_ % WBE Participation Value: \_\_\_\_\_ % M/WBE Participation Value: \_\_\_\_\_ %

**The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.** The Prime’s subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE**. Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal**. It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

**Joint Venture Disclosure**

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

*The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah’s certified M/WBE registry is posted on its website @ [www.savannahga.gov](http://www.savannahga.gov).*

## Developing a Strong M/WBE Participation Plan

### *Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:*

1. All bidders/proposers must submit a “Proposed Schedule of M/WBE Participation” which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company’s “self-identification” as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder’s M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE’s confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does not count toward the M/WBE goal.
8. M/WBEs must perform a “**commercially useful function**” which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* “the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.” **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City’s contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company’s subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.

# Attachment 1

## References

Attachment 1 must be submitted with a bid to be further considered.

All bidders shall provide five commercial references for facilities catering to the public at large that encounter heavy usage (I.E. NOT SMALL OFFICES). At least one of which shall be a large entertainment venue capable of seating 4000 ± people that serves food, drink and/or alcohol with cleaning responsibilities that must be met as scheduled.

1. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates janitorial service provided: \_\_\_\_\_
  
2. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates janitorial service provided: \_\_\_\_\_
  
3. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates janitorial service provided: \_\_\_\_\_
  
4. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates janitorial service provided: \_\_\_\_\_
  
5. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates janitorial service provided: \_\_\_\_\_

